



KAY IVEY  
GOVERNOR

STATE OF ALABAMA  
**DEPARTMENT OF MENTAL HEALTH**  
**RSA UNION BUILDING**  
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JAMES V. PERDUE  
COMMISSIONER

**RE-ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT POSITION  
EQUAL OPPORTUNITY EMPLOYER**

**JOB TITLE:** Mental Health Specialist IV  
(DD Case Management Coordinator)

**NUMBER:** 17-01

**JOB CODE:** A6600

**DATE:** May 19, 2017

**SALARY RANGE:** 82 (\$59,517.60- \$90,724.80)

**PCQ#:** 8812908

**JOB LOCATION:** Department of Mental Health  
RSA Union Building  
100 North Union Street  
Montgomery, AL 36130-1410

**MINIMUM QUALIFICATIONS:** Master's degree in business administration, public administration, or in a human services field, plus experience (60 months or more) in community program administration in the area of Intellectual/Developmental Disabilities, including experience (24 months or more) in an administrative or supervisory capacity. **OR** Individuals having 24 months current permanent status as a Mental Health Specialist III in community program administration in the area of Intellectual/Developmental Disabilities, including experience (24 months or more) in an administrative or supervisory capacity. **Preference will be given to candidates with work history in the area case management/service coordination.**

*Human services field includes the following disciplines: Social Work, Psychology, Criminal/Juvenile Justice, Special Education, Sociology, Speech Education, Rehabilitation, Counseling, Speech Pathology, Audiology, Nursing, Physical or Occupational Therapy, and any related academic disciplines associated with the study of Human Behavior, Human Skill Development, or Basic Human Care Needs.*

**NECESSARY SPECIAL REQUIREMENT:** Extensive overnight travel is required. Must have a valid driver's license to operate a vehicle in the State of Alabama.

**KIND OF WORK:** This is highly responsible, professional and administrative work of considerable scope and complexity in the Division of Developmental Disabilities of the Alabama Department of Mental Health (ADMH). This position is responsible for providing leadership and focus in the implementation of a statewide case management service system for the Division of DD. The employee in this position will play a critical role in the division's effort to serve individuals in the most appropriate level of care and support in the most integrated settings possible in the community. Specifically, this position will be responsible for the design, coordination, and monitoring of case management activities for divisional waivers and waiting lists. This position would ensure compliance of case management activities with community contracts, ADMH/Division of DD Community Standards, as well as Medicaid and waiver requirements. The DD Case Management Coordinator will be responsible for developing and implementing a Medicaid-approved statewide certificate

training for new case managers as well as specialized training modules for continued education/training and competency for case managers. This position will maintain a training and certificate documentation database for all certified case managers. The DD Case Management Coordinator will provide supervision to the DD Call Center Coordinator and activities to ensure that the Call Center functions compliment, and enhance case management efforts at the state and local levels. The employee will work closely with Community Services Directors and their staff to develop monitoring functions that assist the Division of DD with meeting waiver requirements and utilization review strategies. This position will work closely with the proposed ADMH Housing, and Transition Coordinator positions within the division. The coordination of resource areas within the scope of case management functions in the Division of DD service delivery system are critical. This position serves as a point of contact and liaison with the Alabama Medicaid Agency on all Division of DD targeted case management matters and serves on necessary internal and external workgroups that have an impact on related services. This position may perform other duties as assigned by their supervisor and/or the Associate Commissioner of the Division of Developmental Disabilities.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Extensive knowledge of managerial principles, concepts, techniques, and their application. Knowledge of mental health system's staffing and service delivery. Knowledge of state and national trends in the provision of services and supports for individuals with ID/DD. Knowledge of funding systems at the federal, state, and local level. Knowledge of federal and state confidentiality regulations and client rights issues. Ability to express ideas clearly and in a concise manner, both orally and in writing. Ability to show initiative and work independently. Ability to organize, plan, prioritize and monitor work activities to achieve established goals. Ability to manage multiple projects simultaneously. Ability to develop short and long range plans and objectives. Ability to provide effective training and technical assistance. Ability to supervise and evaluate the work others. Ability to utilize personal computer, internet resources and software programs. Ability to establish and maintain effective working relationships with the Alabama Department of Mental Health staff, other agencies, community providers, coalitions, stakeholders, and the general public.

**METHOD OF SELECTION:** Applicants will be rated on the basis of an evaluation of their education, training, and experience and should provide adequate work history identifying experiences related to duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug screenings and security clearance will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with clients.

**HOW TO APPLY:** Use an official application for Professional Employment (Exempt Classification) which may be obtained from this office, other Department of Mental Health Facility Personnel Offices, or visit our website at [www.mh.alabama.gov](http://www.mh.alabama.gov). **Only work experience detailed on the application will be considered.** Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application. Applications should be returned to Human Resource Management, Department of Mental Health, P.O. Box 301410, Montgomery, Alabama 36130-1410 or RSA Union Building, 100 North Union Street, Montgomery, Alabama 36104. Copies of License/Certifications should be forwarded with your application. An official copy of academic transcripts is required and must be forwarded by the school, college, or university to the personnel office at the above address.

**DEADLINE: Until Filled**